Work Planning and Control Changes

I. Work Planning and Control for Operations

The enhanced framework describes three approaches for work planning and control; (1) worker planned, (2) prescribed, and (3) permit planned.

1. The **"worker planned work"** practice recognizes the skill levels and technical capabilities of the crafts, technicians, and scientists to recognize hazards and implement controls for low risk work. Worker planned job activities do not require the documentation detailed in prescribed or permit planned work but do require the worker to use the 5 Core Functions of ISM. Evaluation of worker planned tasks is conducted by Department/Division's line management, based on the specific activities they perform. Line Management is responsible for ensuring that workers are trained to the level required in order to perform the tasks they are assigned.

2. The **"prescribed work"** practice relies on instructional work documents (e.g. written and approved internal procedures, contractor health and safety plan, contractor procedure, and vendor operating or maintenance manual.) The level of detail in prescribed work documents must be such that the individual who is assigned to carry out the action can understand both the reasons for the action, and each step, task, action or behavior to safely and effectively implement the action.

3. The **"permit planned work"** practice requires use of a site-wide Work Permit Form for all moderate- and high-hazard work that is not covered by prescribed work documents.

II. Key Elements of the enhanced framework include:

- Selection, Training and Qualification of Work Control Managers and Coordinators
- Defining/determining the work planning mode
- Worker planned work hazard identification, analysis and controls
- Prescribed work hazard identification, analysis and controls
- Permit planned work and work permit development and use
- Control of work/job change control
- Post job reviews, feedback and improvement
- Permit planned work closeout
- Complete ISM flowdown questions to contractors and suppliers through the web requisition process.
- Use Standing Work Permits as appropriate

Work Planning and Control Subject Area Sections:

1. Experiment Safety Review
2. Work Planning and Control for Operations
3. Work Observations
4. Off-Site Work

Work Planning and Control Management System and Subject Area Rollout Implementation Plan

Implementation Action	Rollout Date	Action Due Date	Responsible Staff
1. The Work Planning and Control Management System and Subject Area posted to the Standards Based Management System (SBMS) draft website for review and comment by Work Control Managers and Work Control Coordinators	August 1, 2007	August 24, 2007	WCMs/WCCs
2. Select 20 Collider Accelerator and Plant Engineering staff who completed the Human Performance Improvement course to review, test and comment on the Worker Planned Work section of the WP&C subject area	August 1, 2007	August 24, 2007	C-AD, EP Staff
3. Work Planning and Control Point of Contact and development team will review and address comments, as appropriate	August 24, 2007	September 3, 2007	C. Johnson, S. Coleman
4. Ensure the Graded Approach Screening Requirements formally embedded in the WP&C subject area and link to other subject areas is adequately addressed and does not pose an Institutional Risk	------	September 3, 2007	S. Coleman Quality Reps
5. Quick Copy to make new Work Permit Forms	September 10, 2007	September 14, 2007	S. Coleman
6. Work Planning and Control Management System Point of Contact to distribute a memo to WCCs/WCMs requesting that Work Permit Forms dated before to 7/2007 be discarded. New Work Permit Forms to be distributed to WCCs/WCMs.		September 14, 2007	WP&C POC
7. The Work Planning and Control Management System and Subject Area published in SBMS	-----	September 14, 2007	SBMS Office
8. Update/Revise the Work Control Job Training Assessments (JTAs) to include the minimum training requirements and upload into the Brookhaven Training Management System (BTMS).	----	September 14, 2007	Training & Qualifications
9. Conduct workshops with Work Control Coordinators, Work Control Managers, and Building Managers on the changes to the WP&C Management System, Subject Area and Training Requirements	September 17, 2007	September 30, 2007	C. Johnson S. Coleman, Subject Area Team
10. All Departments and Divisions must verify that their Work Control Managers and Coordinators meet the minimum entry-level requirements (***memo from the Management***	September 30,	December 31,	Chris Johnson

System Steward). Department/Division managers will be asked to forward verification responses to Chris Johnson (the responses will serve as the documentation for this review). For work control personnel who do not meet the requirements, the department/division managers(s) must describe how they plan to get this person(s) qualified/trained for the position.	2007	2007	
11. Work Control Managers and Work Control Coordinators shall completed WP&C courses within six months of issuance of the JTA changes	September 14, 2007	March 1, 2008	WCMs/WCCs